



Serving on the Eagan Art Festival Board

Why We Serve

The board of directors is a diverse group of people - age, ethnicity, backgrounds, even artistic ability! Our reasons for serving on the board, however, have common threads:

- "Hoping to make a difference in the community."
- "Connecting Art & Community is my passion."
- "I enjoy the social interaction with fellow art lovers and the community I live in."
- "To connect people to art, foster appreciation of art and the joy of creativity."
- "I think art is important and I think having a sense of community is also important. This brings those two things together - I enjoy getting to know our local artists and those outside of Eagan."
- "I get to meet new people with similar interests each year and pulling off a successful festival brings me so much happiness."
- "Seeing others enjoy and connect with art."

Expectations of Eagan Art Festival Board Members

- Board meeting attendance (once per month)
- Volunteer and be present at Eagan Art Festival, one full weekend in June
- Volunteer and be present at cosponsored fall weekend event during Eagan Art Block
- Serve on a committee (Fundraising, Volunteers, Marketing or Governance)
- Be an advocate for the board and festival

Duties of Officers

President

- Prepare agenda in collaboration with the Executive Director
- Preside over monthly board meetings
- Assist director in various tasks and decision making
- Review grant applications
- Sign checks if necessary

Vice President

- Preside at the meetings when the President is not in attendance
- Sign checks as needed

Secretary

- Take detailed minutes at the monthly board meeting, retreats, and decisions made via email
- Maintain electronic copies of the meeting minutes for the organization
- Distribute the meeting minutes to the board in a timely manner, as well as providing copies of the minutes at the next meeting for approval
- Maintains a current listing of board members and contact information, copies of the bylaws of the organization, and other documents of record

Treasurer

- With the help of our accountant, the treasurer is responsible for managing the income and expenditures of the DCA
- Work with accountant and director to develop a recommended annual budget, present the budget to the board and obtain their approval
- Report on our financial condition and its relation to the budget to the board on a monthly basis